1) **What is an Authorization to Proceed (ATP)?**

   An Authorization to Proceed (ATP) is an electronic notification to Pearson Educational Measurement (PEM) and the Virginia Department of Education (VDOE) from a Division Director of Testing (DDOT). Requesting an ATP within PEMSolutions indicates the DDOT is ensuring the specific tasks necessary to close a given test administration have been completed and that the division is ready for PEM to proceed with producing the electronic versions of their Post-ATP Reports. A request for ATP can be submitted under the *Test Results* tab in PEMSolutions.
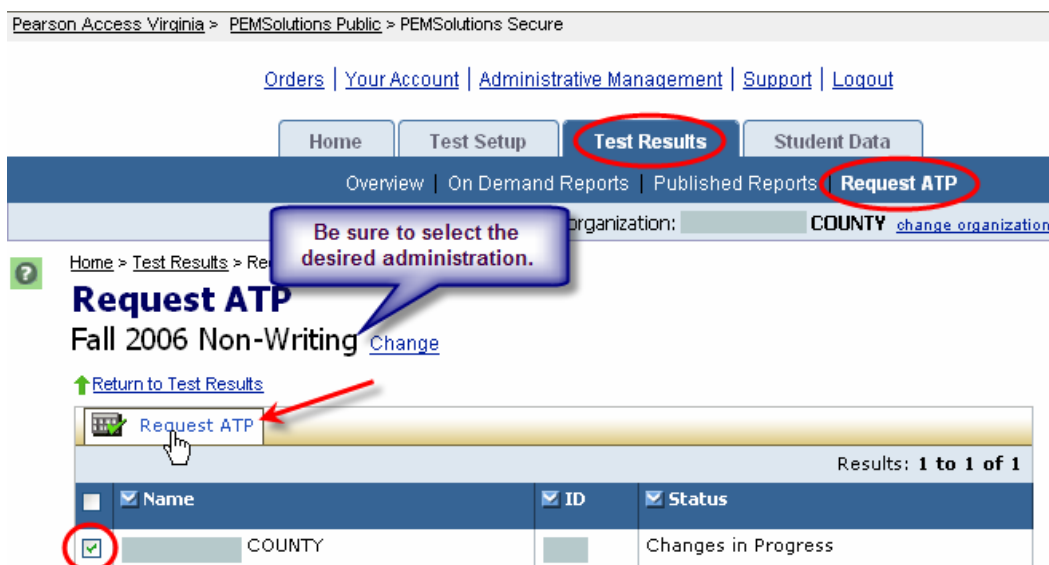
2) **Why must DDOTs request an ATP rather than submit an ATP?**

   DDOTs request an ATP within PEMSolutions that PEM may verify completion of the necessary steps to close the administration. Depending on the results of the verification, the division's ATP request may be accepted or rejected.

3) **What are the steps that must be completed to have an ATP request accepted?**

   Upon receipt of a request for ATP within PEMSolutions, completion of the following steps will be verified by PEM:
   1) All student test records have been finalized for the given administration.
   2) All student test alerts have been resolved or marked as "Exclude from ATP" for appropriate reasons by PEM or VDOE.
   3) All secure test materials have been returned to PEM or reasons for any materials not being returned have been appropriately documented.
   4) An official ATP form has been completed, signed by the division superintendent or designee, and faxed to PEM at the fax number show on the form.
   5) The Request ATP button must be clicked under the *Test Results* tab in PEMSolutions.

4) **Where can my division obtain an official ATP form?**

A copy of the official ATP form is included at the end of this document. The form also may be downloaded from the Division of Assessment and Reporting's web site. Eventually, the form also will be available for download under the Support section within PEMSolutions.

5) **How will I know if my division's request for ATP has been accepted?**

The DDOT will receive an email from PEM stating the division's ATP request has been accepted. The status also may be monitored with PEMSolutions under the *Test Results* tab. The following table show the different stages of an ATP request:

ATP Status Message	Description
Changes in Progress	Indicates an ATP request has not yet been submitted or re-submitted. Divisions do have the ability to edit student data and upload an SDU file.
ATP Requested — Awaiting Approval	Indicates an ATP request has been submitted and PEM is in the process of verifying the ATP request. Divisions do NOT have the ability to edit student data or submit an SDU.
ATP Approved	Indicates PEM has approved the ATP request. Divisions do NOT have the ability to edit student data or submit an SDU. Any record changes must be submitted to VDOE for approval via the Post-ATP Record Change process. Post-ATP Reports and Data Extracts will become available soon. The option to order printed copies of certain Post-ATP Reports will become available soon.

6) **What will happen once my division's request for ATP is accepted?**

The DDOT will receive an email indicating the ATP has been accepted for that administration. Details about when the electronic versions of the Post-ATP Reports will be available for download, how to access them within PEMSolutions, and how to order printed copies of certain reports if desired will be provided at that time.

7) **How will PEM verify Step 1 that all student test records in my division have been finalized for that test administration?**

This particular step is one that neither PEM nor VDOE can verify as completed. The responsibility for ensuring that student data is current and accurate rests on the school division prior to submitting a request for ATP. It should be noted that once a division submits a request for ATP within PEMSolutions, all capability to edit student-specific and test-specific data will be removed for that administration. Any requests for changes to student data after an ATP has been accepted must be submitted in writing to the VDOE for approval. The process for submitting Post-ATP record changes will be forthcoming.

8) **How will PEM verify Step 2 that all student test alerts in my division are resolved or marked as "Exclude from ATP" for that test administration?**

Upon receipt of the request for ATP, PEM will view the *Resolve Student Test Alerts* section for your division and verify there are no outstanding alerts listed on that screen. If outstanding alerts are found, the DDOT will be notified that the request for ATP has not been accepted due to unresolved test alerts. The DDOT will be given the opportunity to address the remaining student test alerts and then re-submit a request for ATP.

9) **How will PEM verify Step 3 that all secure test materials for the administration are returned to PEM or reasons for any materials not being returned have been appropriately documented?**

Upon receipt of the request for ATP, PEM will review their Missing Materials Report to determine whether all secure test materials sent to your division were scanned back in as returned or otherwise accounted for (e.g., annotated as destroyed and for what reason, etc).

10) **What if my division's request for ATP is not accepted?**

If when attempting to verify the required steps for ATP acceptance, PEM determines one or more of the steps are not complete, an email will be sent to the DDOT indicating that the ATP request has not been accepted and the specific reasons why this has occurred. The ATP request will be rejected in PEMSolutions. This will re-enable the ability for the DDOT to submit a request for ATP for that administration and, once the DDOT has completed the outstanding tasks, a new request for ATP should be submitted. PEM will attempt to verify the steps again and, if found to be complete, the request for ATP will be accepted.

Virginia Standards of Learning Program

AUTHORIZATION TO PROCEED (ATP)

TO:　　*Pearson Educational Measurement*
FAX #:　　*(319) 358-4298*

Indicate Test Administration (check one): ☐ Writing ☐ Non-Writing

Indicate Test Season (check one): ☐ Fall ☐ Spring ☐ Summer

Indicate Year:　　　　20_____

Please review each of the five statements below. Check the box to certify the task has been completed. Requests for ATP should not be submitted until all conditions below are met.

☐ 1. All student data for the test administration identified above have been finalized.

☐ 2. All student test alerts for this test administration have been resolved or marked as "Exclude from ATP".

☐ 3. All secure materials for this test administration have been returned to PEM or reasons for any materials not being returned have been appropriately documented.

☐ 4. A completed, official ATP form signed by the DDOT and the division superintendent or designee has been received at PEM via fax.

☐ 5. The ATP request has been submitted in PEMSolutions under the *Test Results* tab.

Division Name:　　　　　　　　　　　　　　　　Division Number:

Division Director of Testing
Signature: _____

Division Director of Testing
(typed name):　　　　　　　　　　　　　　Date:

Division Superintendent
or Designee's Signature: _____

Division Superintendent
or Designee (typed name):　　　　　　　　Date:

For PEM Use Only:
　　ATP Verified and Accepted: ☐ Yes ☐ No

　　Verified By:　　　　　　　　　　　　　　Date: